

MADISON COUNTY PURCHASING
DEPARTMENT
100 North Side Square, Room 735
Huntsville, AL 35801

BID SUBMISSION CHECKLIST

Bid #2012-101

Bid Opening Date: October 23, 2012

√	<i>(Please check all completed items)</i>
	Signed, notarized and returned the Illegal Affidavit Forms with bid
	Completed IFB Form, signed and notarized
	Filled in all blanks within the specifications
	Included bid bond, if applicable
	*Included performance bond, if applicable
	Included all requested information in bid package
	Certifications/Licenses/Permits, if applicable
	Certificate of Insurance(s), if applicable
	Acknowledged the Addenda, if applicable
	Put bid number, company name and address on the outside of the envelope(s)
	Sealed bid response
	Cost Sheet on CD, if applicable
	Read specifications thoroughly

***All Public Works bids must include a Performance Bond. Once the bid is awarded a payment bond is expected within 15 days after bid award, this is mandatory under state regulations.**

**EACH VENDOR SUBMITTING A BID MUST COMPLETE
AND SUBMIT WITH ITS BID THE FOLLOWING
STATEMENT**

STATE OF ALABAMA
MADISON COUNTY

VERIFIED STATEMENT REGARDING UNAUTHORIZED ALIENS

The undersigned hereby certifies, under oath, in regard to the performance of the services or for the supply of materials or things described in this Invitation for Bid, that:

(A) it has conducted a verification, pursuant to all federal and state laws, of all the employees who will perform work on the Madison County Commission contract or work on the materials or things supplied to the Madison County Commission in response to this Invitation for Bid to insure that no unauthorized aliens will be employed to perform Madison County Commission work or supply materials or things to the Madison County Commission,

and

(B) to the best of their knowledge and belief, it is not employing or otherwise using unauthorized aliens to provide services, materials or things to the Madison County Commission.

The undersigned agrees:

1. it will verify that whether an employee is an unauthorized alien by inspecting such documents as are designated by Federal Law. For contracts in excess of \$100,000.00, in any twelve (12) month period of time, the contractor or supplier shall certify to the Commission that it has and will verify, to the extent allowable by Federal Law, by using the Federal E-Verify program, that no unauthorized aliens are utilized in providing services, materials or things to the Commission;

2. upon request, it will certify to the Commission, under oath by an officer or a management level employee, that it has verified to the extent allowable under Federal Law that named or otherwise described employees utilized in providing services, materials or things to the Commission are not unauthorized aliens;

3. upon determination by any appropriate Federal Agency that an employee is an unauthorized alien, the undersigned shall terminate the unauthorized alien's employment.

4. if the undersigned fails to terminate an employee determined to be an unauthorized alien by the Federal government or fails to provide the verification described above, the Madison County Commission may terminate the contract for the performance of services, materials or things pursuant to Madison County, Alabama, Policy Regarding The Employment of Unauthorized Aliens by Contractors and Suppliers.

The requirements and obligations of this Policy and Statement shall be interpreted and implemented in a manner consistent with all Federal and State Laws. If any provision of this Policy or Statement is declared invalid or in conflict with Federal or State Laws, such invalidity or conflict shall not affect the other provisions of this Policy or Statement which can be given effect without the invalid provision. The provisions of this Policy and Statement are declared to be severable.

NAME:

BY: _____

Printed Name of Person Signing: _____

Position: _____

SWORN TO and subscribed before me on this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By:_____

Printed Name:_____

Position:_____

STATE OF ALABAMA

COUNTY OF MADISON

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF SUBCONTRACTOR
REGARDING UNAUTHORIZED ALIENS

1. The undersigned subcontractor hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned subcontractor hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By:_____

Printed Name:_____

Position:_____

STATE OF ALABAMA

COUNTY OF MADISON

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

MADISON COUNTY COMMISSION
100 NORTH SIDE SQUARE
HUNTSVILLE, ALABAMA 35801

INVITATION FOR BIDS

BID NUMBER: 2012-101

Madison County Commission will accept bids for one or more laptop computer(s).

Bids will open on Tuesday, October 23, 2012 at 11:00 a.m.

7th Floor, Room 735 – Madison County Courthouse, Huntsville, Alabama

(See attached specifications)

Current bids are available on our website at www.madisoncountyal.gov

Each vendor submitting a bid must complete the Verified Statements Regarding Unauthorized Aliens.

The Madison County Commission will receive sealed bids until the date and time of bid opening for item(s) meeting, exceeding, or equivalent to specifications.

The Madison County Commission reserves the right to accept or reject any and all bids in whole or in part.

Failure to comply with any of the requirements contained in this invitation for bids may result in the rejection of the entire bid submitted.

Any attachments hereto become a part of the bid and will remain in the bid file.

Brand names used in this invitation for bids are for comparison purposes only and are not to be construed as indicating any preference. Any items submitted as equivalent to or exceeding specifications must be described in detail.

All bids must be submitted on this form. No errors will be corrected after bids are opened. Bids made out in pencil will NOT be accepted.

No Federal or State taxes are to be included or charged.

It is the intent of the Madison County Commission to allow any business selling the type(s) of merchandise described, to participate in our bidding process. If any prospective vendor feels that any part of these specifications would prohibit their company from submitting a bid, or has any questions regarding this bid, you may email the Purchasing Department at sbattile@madisoncountyal.gov prior to the bid opening date.

Each vendor must possess proper state, county, and city license, certification, or other requirements imposed, for engaging in the type of activity for which bids are solicited.

Subsequent contracts will not be accepted from a vendor after a bid has been awarded. Vendors must include their contracts with the Invitation for Bids form prior to the bid opening.

Madison County reserves the right to require proof that the products bid are suitable for the purposes for which they are intended. Madison County also reserves the right to cancel a bid if the products received under the bid are not suitable for the purposes intended.

F.O.B. Destination, Freight Prepaid and Allowed. F.O.B. term to mean: Title to the goods passes to the agency upon successful inspection and acceptance once received at the delivery destination point and that the supplier will prepay and bear all of the transportation shipping costs.

Vendors must sign and notarize their bid. Failure to do so may result in rejection of bid.

Madison County Commission reserves the right to waive any minor informality which is immaterial in nature, negligible, or trivial, and does not affect responsiveness.

SUBMIT BID TO: MADISON COUNTY PURCHASING

100 NORTH SIDE SQUARE

ROOM 735

HUNTSVILLE, AL 35801

Vendor must show on envelope the bid number and opening date.

Each numbered bid must be in a separate envelope.

All documents submitted to Madison County will be subject to Alabama's Open Records Laws (Code of Alabama, Title 36-12-40 and 41, as last amended). Due to the provisions of the Open Records Laws and the Competitive Bid Laws (especially Code of Alabama, Title 41-16-24(b)), the Madison County Commission cannot assure any Bidder that any information submitted with the bid, even though marked "Proprietary" will not be open to public inspection and copying.

Terms of payment _____

I hereby affirm that I have not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

THIS BID MUST BE NOTARIZED.

Subscribed and sworn to before

me this _____ day of

_____ 20____.

Notary Public

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

FEDERAL ID# _____

Angela Anderson
Madison County Purchasing Director

Madison County Commission
Awarding Authority

DATE: October 9, 2012

SPECIFICATIONS

- ❖ This bid shall be for a period of six (6) months, with a six month renewable option.
- ❖ Vendors shall furnish in their bid package brochures and warranty information covering the equipment specified. Bid price shall include warranty coverage.
- ❖ Vendors shall include copies of all documentation and licensed software with their bid. Software shall be installed prior to delivery.
- ❖ Vendors shall provide maintenance service within 24 hours.

*If you have any questions or concerns regarding the technical specifications please contact
Larry Tisdale at ltisdale@madisoncountyal.gov or 256.532.3603*

Laptop Specifications (Option #1)

Warranty Terms - Parts	3 Year
Warranty Terms- Labor	3 Year
Asus 15.6" LED Notebook	1 ea
Microsoft Office 2010 Professional	1 pc (product Key Card PKC)
Norton AntiVirus 360 2 Year Lic.	1 ea
Notebook Package to include: Bag, Mouse, and Surge Protector	
Processor Manufacturer	Intel
Processor Type	Core i5
Processor Model	i5 - 2450M
Standard Memory	4 GB
Maximum Memory	8 GB
Memory Technology	DDR3 SDRAM
Memory Standard	DDR3-1333/PC3-10600
Number of Total Memory Slots	2
Memory Card Reader	Yes
Memory Card Supported	MultiMediaCard (MMC)
Memory Card Supported	Memory Stick
Memory Card Supported	Secure Digital (SD) Card
Hard Drive Capacity	500 GB
Hard Drive Interface	Serial ATA
Hard Drive RPM	7200
Optical Drive Type	DVD-Writer
Optical Media Supported	DVD-RAM/±R/±RW
Dual-Layer Media Supported	Yes
Webcam	Yes
Microphone	Yes
Speakers	Yes
HDMI	Yes
Total Number of USB Ports	3
Number of USB 2.0 Ports	3
VGA	Yes
Network (RJ-45)	Yes
Audio Line IN	Yes
Audio Line Out	Yes
Operating System	Genuine Windows 7 Professional
Operating System Architecture	64-bit

TOTAL COST (each): \$ _____

DELIVERY DATE: _____

MAKE/MODEL: _____

PRICES GOOD FOR _____ **MONTHS**

Laptop Specifications (Option #2)

Warranty Terms- Parts	3 Years
Warranty Terms- Labor	3 years
Asus 15.6" LED Notebook	1 ea
Microsoft Office 2010 Professional	1 pc (product Key Card PKC)
Norton AntiVirus 360 2 Year Lic.	1 ea
Notebook Package to include:	
Bag, Mouse, and Surge Protector	
Processor Manufacturer	Intel
Processor Type	Core i7
Processor Model	i7 - 2640M
Processor Speed	2.80 GHz
Processor Core	Dual-Core (2 core)
Cache	4 MB
Direct Media Interface	5 GT/s
64-bit Processing	Yes
Hyper-Threading	Yes
Chipset Manufacturer	Intel
Chipset Model	QM67 Express
Standard Memory	4 GB
Maximum Memory	8 GB
Memory Technology	DDR3 SDRAM
Memory Standard	DDR3-1333/PC3-10600
Number of Total Memory Slots	2
Memory Card Reader	Yes
Memory Card Supported	xD-Picture Card
Memory Card Supported	MultiMediaCard (MMC)
Memory Card Supported	Memory Stick
Memory Card Supported	Memory Stick PRO
Memory Card Supported	Secure Digital (SD) Card
Drive Capacity	500 GB
Hard Drive Interface	Serial ATA/300
Hard Drive RPMHard	7200
Optical Drive Type	DVD-Writer
Optical Media Supported	DVD-RAM/±R/±RW
Dual-Layer Media Supported	Yes
Screen Size	15.6"
Display Screen Type	Active Matrix TFT Color LCD
Aspect Ratio	16:9
Screen Mode	HD
Screen Resolution	1366 x 768
Backlight Technology	LED
Graphics Controller Manufacturer	AMD
Graphics Controller Model	Radeon HD 6470M
Graphics Memory Capacity	1 GB
Graphics Memory Technology	GDDR3 SDRAM
Wi-Fi	Yes
Wi Fi Standard	IEEE 802.11b/g/n
Ethernet Technology	Gigabit Ethernet
Bluetooth	Yes
Bluetooth Standard	Bluetooth 3.0
Webcam	Yes
Microphone	Yes
Speakers	Yes
HDMI	Yes
Total Number of USB Ports	4
Number of USB 2.0 Ports	3
Number of USB 3.0 Ports	1
VGA	Yes
Network (RJ-45)	Yes
Audio Line IN	Yes

TOTAL COST (each): \$ _____

DELIVERY DATE: _____

MAKE/MODEL: _____

PRICES GOOD FOR _____ **MONTHS**

All procurement questions must be sent via email to Sylvia Battle at sbattle@madisoncountyal.gov. Procurement questions will not be permitted via telephone.

ALL VENDORS PLEASE NOTE

Addenda: Bidders must periodically check the County's website for any addenda issued for this procurement. Madison County will not be responsible for a bidder's failure to acquire any addenda issued. The Bidder acknowledges receipt of the following addenda, if applicable:

_____ www.madisoncountyal.gov